

City of Seattle
Civil Service Commission
February 15, 2012

APPROVED MARCH 21, 2012

Call to Order: Commission Chair Hirakawa called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

In Attendance:

Commission Chair Gregg Hirakawa

Commissioner Ellis H. Casson

Commissioner Steven Jewell

Jennifer A. Greenlee, Executive Director

Teresa Jacobs, Administrative Staff Assistant

Gary Smith, Assistant City Attorney

PUBLIC COMMENT

- Thomas Fawthrop (SPU) was present to receive feedback from the Commission on the letter he submitted in December, 2011. Commissioner Jewell gave an update that Service Credit legislation was submitted, by the Personnel Department, to the Government Performance Finance Committee of the City Council for review. Commissioner Jewell also informed those present, that the legislation would be posted on the Commissions website.
- The Commission welcomed Jennifer Greenlee, the newly appointed Executive Director for the Civil Service Commission.

ACTION ITEMS

1. Approval of Meeting Minutes:

Approval of December 14, 2011 Meeting Minutes: Commissioner Jewell moved to accept the minutes with amendments. Commissioner Casson seconded the motion. The motion passed.

Approval of December 22, 2011 Special Meeting Minutes: Commissioner Jewell moved to accept the minutes. Commissioner Casson seconded the motion. The motion passed.

Approval of January 12, 2012, Special Meeting Minutes: Commissioner Jewell moved to accept the minutes. Commissioner Casson seconded the motion with an amendment to the misspelling of his name. The motion passed.

Approval of January 20, 2012, Special Meeting Minutes: Commissioner Jewell moved to

accept the minutes. Commissioner Casson seconded the motion. The motion passed.

2. Monthly Summit Budget Report-Michael Katz, CBO:

Michael Katz, Budget Analyst with the City's Budget Office, was present to go over the budget impact of the reorganization of the Civil Service and Public Safety Civil Service Commissions. The former Executive Directors of the Commissions would be receiving their combined payouts which would impact the Commissions combined budget. Mr. Katz stated cost savings options such as postponing the hiring of the half-time Administrative Staff Assistant until August of 2012 or staff furloughs. The Executive Director will provide a budget report in April after the budget is loaded.

Executive Session: The Commission went into executive session at 10:02 am. To discuss personnel matters and salary consideration. The executive session ended at 10:38 am.

3. Review Monthly Case Status Report & Appeal-New, Review & Update: The Commission reviewed the monthly case status report.

The Commission reviewed the following appeal decisions:

- **Rantz v. FAS-CSC No. 11-01-020:** The Commission reviewed the Order on City's Motion to Dismiss issued on December 19, 2011 by CSC Hearing Officer Diane Hess Taylor. Neither party filed a Petition for Review. Commissioner Hirakawa was the Reviewing Officer and moved to dismiss and affirm the decision of the Hearing Officer. Commissioner Jewell recused himself. Commissioner Casson seconded. The motion passed.
- **Scherer v. FAS-CSC No. 11-01-014:** The Commission reviewed the Findings of Fact, Conclusions of Law, and Decision issued on December 6, 2011 by CSC Hearing Officer Christopher Mathews. Neither party filed a Petition for Review. Commissioner Jewell was the Reviewing Officer and moved to dismiss and affirm the decision of the Hearing Officer. Commissioner Casson seconded. The motion passed.

DISCUSSION ITEMS

4. Old/New Business/Update/Pending:

- **Review Service Credit Legislation Documents:** This item was taken out of order, please see *Public Comment*

- **Review Civil Service Commission Webpage:** The Commission reviewed the new webpage for Civil Service Commissions and the updated page for the Civil Service Commission.

Adjourn: The meeting adjourned at 10:45 am

Respectfully Submitted By:

/s/ Teresa R. Jacobs 3/17/2012

/s/ Ellis H. Casson 3/17/2012

Teresa R. Jacobs
Administrative Staff Assistant

Ellis H. Casson
Commissioner

Date